

WEST CONTRA COSTA HEALTHCARE DISTRICT

BOARD POLICY Section III - #2	Page 2 of 2
	Effective Date: 07/27/95
Subject:	Revised Date: 05/23/12
Rules of Order for Board and Committee Meetings	Approved By:

GENERAL

Action items shall be brought before and considered by the Board of Directors of the West Contra Costa Healthcare District by motion in accordance with this policy. All Board meetings and committee meetings shall be conducted in accordance with Robert's Rules of Order.

If a Director or Committee Member believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Chair. If the ruling of the Chair is not satisfactory to the Director or a Committee Member, then it may be appealed to the Board or appropriate Committee. A majority of the appropriate body will govern and determine the point of order.

OBTAINING THE FLOOR

Any member desiring to speak should address the Chair and, upon recognition by the Chair, may address the subject under discussion.

MOTIONS

Any member, including the Chair, may make a second or a motion.

Once the motion has been stated by the Chair, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chair will call for the vote.

If the public in attendance has had an opportunity to comment on the proposed action, any member may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board or Committee undertaking consideration..

Secondary Motions: Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There

are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

1. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the members who moved and seconded, or by a new motion and second.
2. Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board or Committee undertaking the action.
3. Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the members.
4. Board Motion to Refer to Committee. A main motion of the Board may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
5. Motion to Close Debate and Vote Immediately. As provided above, any member may move to close debate and immediately vote on a main motion.
6. Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the members before voting on a main motion.

DECORUM

The Chair shall take whatever actions are necessary and appropriate to preserve order and decorum during meetings, including public hearings. The Chair may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chair, or otherwise disrupting the meeting or hearing.

The Chair may also declare a short recess during any meeting.

AMENDMENT OF RULES OF ORDER

By motion made, seconded and approved by a majority vote, the Board or Committee may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.